

Registration begins January 1, 2025
Classes begin January, 2025
Register online at www.mcvsd.org

Call: (732) 431-7245 Ext. 3
for more information.



SCAN ME

MCVSD
CAREER CENTER

Winter / Spring 2025

Monmouth County Vocational Career & Technical Education Adult Education Programs



CDL CLASS A
CDL CLASS B
w/Passenger Endorsement



LPN



**Beauty
Essentials**

Enroll Now and Learn:

- // Facial analysis
- // Base matching & application
- // Correction
- // Contours & highlights
- // Eyes & lips



BROOKDALE

CONTINUING AND PROFESSIONAL STUDIES

The Career and Technical Education Educator Preparation Program

(CTE CE EPP)

*Are you looking for a career change?
Earned a degree, but don't know how
to apply it? Looking to explore your
options outside of your current
industry?*

**Your degree and/or relevant work
experience may qualify you for a
career as a K-12 educator!**



New Jersey's Career Technical Education Certificate of Eligibility Educator Preparation Program (CTE CE EPP) provides an opportunity for individuals with diverse educational, training, and employment backgrounds to become teachers of K-12 Career and Technical Education (CTE) subject areas.

Brookdale Community College is a New Jersey provider of the 400-hour CTE CE EPP. The program is delivered in a hybrid format: most of the work is completed online along with virtual face-to-face meetings designed as Cohort Saturdays.



For more information or to apply, visit
www.brookdalecc.edu/cte and complete an
information request form, or email
cte@brookdalecc.edu



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Contents

General Information 2
Free Classes - GED 3
 Earn Your High School Diploma..... 3
 NOW is the TIME!..... 3
Hobbies & Leisure 3
 Audio Production/Podcasting..... 3
 American Sign Language Course (Introduction) 3
 American Sign Language Course (Intermediate) 3
 Meditation for Beginners..... 4
 Floral Design (Beginners) 4
 Floral Design (Advanced) 4
Information Technology 4
 Basic Computer Literacy (Introduction) 4
 Computer Literacy (Advanced) 4
 Microsoft Excel: Introduction 4
 Microsoft Excel: Advanced 5
 CompTIA A+ 1101 and 1102 - Live Online 5
Transportation Technology 5
 Automotive Technician (Beginners)..... 5
 Changing a Tire and Checking Oil 5
 Tractor Trailer – CDL Class A 6
 CDL B w/ Passenger Endorsement 6
Construction Technology 7
 Introduction to Instrumentation and Control Fundamentals.. 7
Apprenticeship..... 8
 Welding Apprenticeship 8
Health Science..... 9
 Certified Home Health Aide (CHHA) 9
 Certified Nurse Aide (CNA) 9
 Certified Clinical Medical Assistant (CCMA)..... 9
 Phlebotomy Technician..... 9
 EKG Technician - Live Mentored Class..... 10
 Pharmacy Technician with Exam Voucher
 Live Online, Instructor Led..... 10
 MSSC Certified Production Technician (CPT) ®
 with Exam Vouchers - Live Online 12
Health Science - Nursing..... 13
 Practical Nursing Program (LPN) 13
Personal Services..... 14
 Cosmetology Completers Course
 (State Board Prep/Review & Hour Completion) 14
 Cosmetology..... 14
Make Up Artistry! MUD Studio Makeup Courses..... 15
Beauty Essentials/Beauty 101..... 15
 Bridal Makeup and Airbrushing 15
Enrollment..... 16
Calendar 16
General 17

General Information

Career and Continuing Education

Career and Continuing Education Courses are designed for adults who want to learn a trade or supplement the skills and technical knowledge they use in their present jobs. Serious hobbyists are welcome, too. Students in the Career and Continuing Education Program learn by doing. Classes are held in the Monmouth County Vocational School District's fully equipped shops and classrooms using modern tools, equipment and techniques. Shop work is supplemented by the instruction in theory and principles of the trade. Instructors are teachers in the Monmouth County Vocational School District Day Program and other highly skilled, experienced trades people. No course credits are given in the Career and Continuing Education Program; however, each student with proper attendance is given a certificate, which indicates the number of hours attended.

Mission Statement

The Monmouth County Vocational School District's Post-Secondary Institution's mission is to foster the educational experience of the adult learner and prepare them for the competitive demands of the workplace.

Admission Requirements

Adult vocational education classes are open to all persons 16 years of age or older (unless otherwise noted) who have graduated or left an elementary or secondary school system. Additional course requirements are listed as prerequisites. Non-Discrimination Clause: The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, gender identity or expression, religion, disability, or socioeconomic status. Further information regarding this policy can be obtained from the 504 Compliance/Affirmative Action Officer, Mr. Sean Meehan 732-431-7942 Press 4.

Did you attend the MCVSD Adult High School and now need a copy of your transcript?

Call us at 732.431.7245 Press 0

OR Email us at

annex-office@ctemc.org

Registration Process

BY WEBSITE ONLINE REGISTERING MADE EASY!

Use our online system-register at your convenience and to save you time!
Visit: **www.mcvsd.org** then click "Adult Education"



NOTE: For all online orders, you will see an "Administrative Fee" and a "Processing Fee" displayed during the checkout process. The fees are as follows: "Administrative Fee" will be 3.9% of each item placed in the shopping cart, plus a "Processing Fee" of \$0.75 cents per transaction. These fees will be added to each credit card order during the checkout process if paying by credit card.

BY MAIL

Complete the registration form on the last page and mail along with payment by check or money order.

Mail to:

**Neptune Annex
105 Neptune Blvd
Neptune, NJ 07753**

Mail-in Registration must be received at least one week prior to course start date.

Help Wanted! | Now Hiring!

Share your Trade Knowledge!

Requirement: License in Trade Area and at least 5 years of experience.

See Website www.mcvsd.org under "Adult Education" to submit course proposal form.

Free Classes - GED

Earn Your High School Diploma NOW is the TIME!

Getting your High School Equivalency Diploma (GED) will greatly improve your ability to further your education and career. Students must be 16 years or older and not enrolled in high school to be considered for enrollment. Students must be able to commit/dedicate at least 6 hours per week to attend classes.



Students will be required to pass each four subject exams that incorporate the GED test, which will be given at Brookdale Community College in Lincroft.

Test Vouchers (Ready/Retake/Official) are available FREE of cost but limited. Once you pass the NJ State HSE exam, the actual diploma is issued by the New Jersey State Department of Education and states that you have met all requirements to be a high school graduate. **Let our expert instructors tutor you to PASS the EXAM for FREE!**

January 6, 2025-June 12, 2025

Brookdale Community College
Long Branch, Neptune (location TBD),
Freehold, and Online

Register by calling 732-224-2180

The GED class will prepare you to pass the four sections of the test: Science, Language Arts, Social Studies, and Math.

Classes are available Monday and Wednesday or Tuesday and Thursday mornings/evenings/remote.

Hobbies & Leisure

Audio Production/Podcasting

Today's technology allows for just about anyone to create their own radio shows and offer them as downloadable and/or streaming audio online. However, navigating these waters and creating a quality product may take some guidance. This class will teach the basics of working with audio (using microphones, cables, mixing boards, editing software) and will provide step-by-step guidance on how to create and host your own podcast using free and inexpensive resources. **Prerequisite: Basic APPLE computing skills and access to a home computer.**

Tuesdays and Thursdays (12 sessions)

6:00 pm-7:30 pm CHS

January 28, 2025-March 6, 2025.....\$435

American Sign Language Course (Introduction)

American Sign Language is a visual and beautiful language. Come and begin to learn about ASL and Deaf culture in this fast-paced introductory course.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Career Center

February 4, 2025-March 11, 2025.....\$225

American Sign Language Course (Intermediate)

American Sign Language is a visual and beautiful language. Come and expand on your basic knowledge of ASL and Deaf culture in this fast-paced intermediate course.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Career Center

March 18, 2025-April 29, 2025\$225



Register and Pay Online at www.mcvsd.org

Hobbies & Leisure

Meditation for Beginners

Escape the stressors of your daily life and learn how to meditate in this introductory course. Students will learn the art of meditation as well as practicing the basics of concentration and meditative breathing techniques. Bring blanket or meditation cushion, shawl wrap or hooded sweatshirt and notebook and pen.

Mondays (6 sessions)

6:00 pm-7:30 pm CHS

January 27, 2025-March 10, 2025.....\$198

Floral Design (Beginners)

Students will learn the fundamentals of floral design through lecture and hands-on training. The course will cover identification, preparation and care of fresh cut flowers and greens. The course is designed to teach students the basic principles of design for decoration and gift giving. Each evening a different project is presented; the student takes home his or her project each class. **Cost of flowers included.**

Tuesdays (10 sessions)

6:30 pm-9:00 pm Career Center

January 28, 2025-April 1, 2025\$475

Floral Design (Advanced)

Continue to perfect your design skills, learning advanced design principles. This course will introduce the students to bridal and special occasion designs. Lecture and hands on instruction is utilized. Students are required to take beginner floral design before enrolling in this class. Each evening a project is present and students take home their project. **Cost of flowers included.**

Thursdays (10 sessions)

6:30 pm-9:00 pm Career Center

January 30, 2025-April 3, 2025\$475

Information Technology

Basic Computer Literacy (Introduction)

This course is for the individual who has little or no computer experience. The main goal of this class is for the student to get comfortable with using computers. It will provide introduction on the basic functions as well as selected Microsoft Applications such as Word, Excel, and PowerPoint. **Students must bring their own USB drive.**

Mondays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

February 3, 2025-March 17, 2025\$245

Computer Literacy (Advanced)

Students will learn advanced applications associated with Microsoft Word, Excel and PowerPoint. In Microsoft Word, students will learn how to create flyers, address labels, business cards, newsletters, and brochures. Students will learn how to type professional business letters, and add graphics to documents from Internet websites. They will also learn how to create professional PowerPoint Presentations from documents created in Word and Excel by insertion of selected text. Students will learn how to create advanced spreadsheets and insert them into Word documents. **Students must bring their own USB drive.**

Mondays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

March 24, 2025-May 5, 2025\$245

Microsoft Excel: Introduction

This course covers data entry, cell techniques, formulas, using functions, font styles, drawing tools, ranges and printing techniques. Other spreadsheet topics will be explored. Students should be able to use a mouse & keyboard and be familiar with how to save and retrieve files. **Students must bring their own USB drive.**

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

February 4, 2025-March 11, 2025\$245

Information Technology

Microsoft Excel: Advanced

Microsoft Excel training for business professionals shows you advanced Excel skills that apply to creating smart adaptive Excel business tools. Our advanced Excel training focuses on: Creating Excel analysis and data processing tools using advanced formulas, array formulas, logic, ActiveX controls, conditional formatting, data validation, pivot tables, pivot charts, Excel tables and relationships. Advanced aspects of these elements and how to assemble them in sophisticated ways including modeling and creating interactive dashboards will be covered. Creation of advanced logic will be reviewed, which allows these tools to operate autonomously and adapt to changing data. We will also provide an introduction to macros (VBA).

Prerequisites: Ability to use a mouse, save and retrieve files. Knowledge and experience with Excel. Students must bring their own USB drive.

Tuesdays (6 sessions)

6:00 pm-8:00 pm Neptune Annex

March 18, 2025-April 29, 2025\$240

CompTIA A+ 1101 and 1102 - Live Online

Includes Exam Vouchers

This course is offered in partnership with ProTrain. Scholarships and interest free payment plans are available. To register for this course, go to: www.monmouth.theknowledgebase.org

The CompTIA A+ Core Series emphasizes the technologies and skills IT pros need to support a hybrid workforce, such as increased reliance on SaaS applications for remote work, troubleshooting and how to remotely diagnose and correct common software, hardware, or connectivity problems, cloud virtualization and IoT device security to data management and scripting, multiple operating systems now encountered by technicians on a regular basis and how to keep them running properly. Tuition includes materials, live labs, practice exam, and exam vouchers.

Tuesdays & Thursdays

7:00 pm-10:00pm Live Online Class

March 31, 2025-May 28, 2025\$2,995

Transportation Technology

Automotive Technician (Beginners)

Students interested in pursuing the automotive trade as a career will receive hands-on and classroom training for entry level employment addressing the following: tools, precision measuring equipment, shop procedures and safety. Basic automotive systems such as engine fundamentals, power train service, brakes, tires, exhaust systems, suspension, and alignment procedures will be covered. Advanced automotive technology including engine computer controls, anti-skid braking systems, air conditioning, fuel and air management systems will be included to prepare the student for entry into a modern automotive service facility.

Tuesdays & Thursdays (12 sessions)

6:30 pm-9:30 pm Middletown

February 25, 2025-April 3, 2025 \$485

Changing a Tire and Checking Oil

Have you ever been stuck on the side of the road with a flat tire? Learn how to safely and efficiently change your tire in this step by step, hands-on class. Each student will be given a chance to change a tire as well as learn how to check their oil. *Limited number of seats.

Tuesday (1 session)

6:30 pm-9:30 pm Middletown

February 18, 2025..... \$50





Register and Pay Online at www.mcvsd.org

Transportation Technology

Tractor Trailer – CDL Class A

In partnership with **Superior Driving School in Toms River**, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Combination Vehicles, Hazmat, Tankers, Doubles & Triples. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class A exam at a NJ Motor Vehicle Agency before they can continue their training. **The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location.** The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. The total cost of this course is \$2,700. **A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280 to MCVSD.**

Total Cost of Course:\$4,200

Theoretical Portion (Neptune Annex):\$280

Monday & Wednesday

6:00 pm – 10:00 pm Neptune Annex

March 3, 2025-April 2, 2025

Yard and Road Training:.....\$3,920

(Payable to Superior Driving School. Does **not** include MVC Permit, DOT Physical or fingerprinting--Payment arrangements can be made for the balance.)

Monday & Wednesday

6:00 pm – 10:00 pm Superior Driving School location

April 14, 2025-July 28, 2025

Upon registration, students will be mailed an additional information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins.

Requirements: Must be 18 with a non-provisional driver's license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-5090.

CDL B w/ Passenger Endorsement

In partnership with **Superior Driving School in Toms River**, students will prepare for all written C.D.L. exams including: General Knowledge, Air Brakes, Hazmat, Tankers and Passenger. The theory portion of the course will take place in the Neptune Annex. Upon completion of the theory portion of the class, the students are required to take and pass the written CDL Class B exam at a NJ Motor Vehicle Agency before they can continue their training. **The mandatory yard and road portion of the class will take place at 2834 Lacey Road, Forked River, NJ at the Superior Driving School location.** The yard and road training will cover all skills necessary to pass the new federally regulated road test at NJ Motor Vehicles. Upon completing this training, students will be required to take a road test at NJ Motor Vehicle testing center coordinated by Superior Driving School. Upon completion of this course Drivers will be able to drive Automatic transmission class B vehicles including Busses. Please note that this training will NOT enable a driver to operate a School Bus. There is a separate endorsement, "S" (School Bus) which is required (not included in this course) and can be obtained after receiving the "P" (Passenger) endorsement, included in this course. The total cost of the course is \$2,700.00. **A mandatory deposit of \$220 is required to Superior Driving School upon registration as well as a payment in the amount of \$280.00 to MCVSD.**

Total Cost of Course\$2,700

Theoretical Portion: (Neptune Annex) \$280

Monday & Wednesday

6:00 pm – 10:00 pm Neptune Annex

March 3, 2025-April 2, 2025

Yard and Road Training:\$2,420

(Payable to Superior Driving School. Does **not** include MVC Permit, DOT Physical or fingerprinting. Payment arrangements can be made for the balance.)

Monday & Wednesday

6:00 pm – 10:00 pm Superior Driving School location

April 14, 2025-May 6, 2025

Upon registration, students will be mailed an additional information packet that they must complete and contact Superior Driving School two weeks before the theoretical portion of the class begins.

Requirements: Must be 18 with a non-provisional driver's license and pass a DOT physical provided by Superior Driving School. Theoretical training will continue until either the date listed above or the students permits are validated whichever come first. 80% attendance in the Yard & Road section of the course is required. Questions should be directed to Superior Driving School at 1-877-664-5090.

Construction Technology

Introduction to Instrumentation and Control Fundamentals

This course will cover the field of industrial maintenance.

Topics covered will include:

- Describe and apply fundamentals of temperature, flow, level, and pressure instrumentation
- Interpret basic piping & instrumentation drawings (P&IDs)
- Define calibration principles
- Apply fundamental techniques of final control devices
- Use and maintain instrumentation documentation
- Troubleshoot basic control systems
- Demonstrate appropriate loop checking techniques, and startup of a control system

Students will be contacted with textbook materials prior to class. Students should bring their own Fluke 87 V (Cost approx \$500) to class.

Mondays & Wednesdays (40 hour class)

5:00 pm-8:00 pm Middletown

February 3, 2025-March 19, 2025\$485



Apprenticeship

Fall 2025 Apprenticeship Programs Include:

- Plumbing
- Electrical
- HVAC/R
- Waste Water
- Welding

Registration opens July 1st!

NEW! All students who have completed the four-year registered apprenticeship program will be eligible for 30 college credits towards a Technical Studies AAS degree at Brookdale Community College!

Interested students can contact either Dr. Bill Burns, our AVP of Educational Access and Innovation, or the Brookdale Admissions department. This agreement will also apply to all previous MCVSD Apprenticeship completers.

What Is An Apprenticeship?

A systematic approach of on-the-job learning and related technical courses for a specific occupation.

What Is On-The-Job Learning?

Learning skills operations under the close supervision of a trained mentor while employed full-time.

What Is Related Classroom Instruction?

Covers technical courses needed for a specific trade.

How Long Is The Training Period?

Depending on the occupation it varies from 1 to 5 year Apprenticeships 144+ hours/yr. technical instruction.

EMPLOYERS

Call your County Apprenticeship Coordinator for more information at 732-431-7245 Ext. 5590.

Establish a model program for your employees to obtain a nationally recognized credential.

APPRENTICES

Call your County Apprenticeship Coordinator:
732-431-7245 ext. 5590

Register and Pay Online at www.mcvsd.org

Apprenticeship

BUSINESSES

WE CAN PROVIDE CUSTOMIZED TRAINING PROGRAMS FOR YOUR ORGANIZATION!

SAMPLE CUSTOMIZED TRAINING COURSES/PROGRAMS:

Air Conditioning and Heating, Auto Mechanics, Cabinetmaking, Carpentry, Culinary Arts, Dietetic Assistant, Instrumentation, Machine Trades, Maintenance Mechanic, Millwrighting, Office Occupations, Packaging Mechanics, Refrigeration, ServSafe® Sanitation, Tool and Die Maker, Pipefitter and Welding Additional Customized Training is available.

Please call the Adult Education Office for more information at 732-431-7245 Ext. 5590



Students who have completed the four-year registered apprenticeship program will be eligible for

30 college credits towards a Technical Studies AAS degree at Brookdale Community College!

Welding Apprenticeship

The Welding Apprenticeship program is designed to provide classroom instruction with intro practical hands-on. This is an entry-level welding program designed to help students obtain a career in the welding industry. The course emphasizes the following: Safety in welding, basic electricity in welding and proper use of tools in the welding shop. The students will be welding in booths completing multiple weld coupons in various configurations. Students will be introduced to multiple cutting processes and learn to prep root and face bend specimens for destructive testing (DT). At the end of the program students will have the opportunity to complete a welder qualification weld coupon in order to earn their industry credential, **based on their individual certification preferences/ career track**. Upon successful completion of the course, students will be eligible to earn various credentials under AWS, such as American Welding Society (AWS) D1.1 BU2A All materials and supplies are included in tuition except for safety helmets/gloves. **No extra fee for certain AWS credentials!**

Tuesdays & Thursdays (69 Hours)

4:00 pm-7:00 pm Aberdeen

September 24, 2025-December 19, 2025 . \$1,879

Please call 732-431-7245 x5582 to register.

Option: The Apprenticeship Framework from Tooling-U SME provides the industry-endorsed related training instruction (RTI) hours needed to meet the requirements of a competency-based or hybrid apprenticeship program. The Apprenticeship Framework is designed to provide a minimum of 122 RTI hours per framework: apprentices need a total of 488 RTI hours in addition to the welding classes at MCVSD and 8,000 hours of on the job training for a registered employer. Online frameworks are divided into five sections that support a 21st-century apprenticeship, and provide and encourage new approaches to building a skilled and competitive workforce. The Apprenticeship Framework quickly



provides an RTI resource for any apprenticeship. Online classes provide students with self-paced, easy access to RTI that is available 24x7. **An app is available for phones and tablets.**

<https://learn.toolingu.com/manufacturing-products-services/apprenticeships/>



Register and Pay Online at www.mcvsd.org

Health Science

Call the Greater Mercer Healthcare Foundation for information on their Scholarship to take class for FREE! 973-271-6637

Certified Home Health Aide (CHHA)

Become a Certified Home Health Aide providing personal (hands-on) care to patients in their homes. Personal care consists of bathing, showering, exercises, transfers, etc. in our skills simulation lab. Upon successful completion of the 76-Hour course (60 hours class- room and 16 hours clinical), you will be eligible to take the New Jersey Home-Maker Home Health Aide Competency Exam. Students will be required to purchase a textbook and uniform. Students must complete criminal background check upon applying for certification.

Tuesdays & Thursdays

4:00 pm-8:00 pm Neptune Annex

January 14, 2025-April 10, 2025 \$825

Certified Nurse Aide (CNA)

Students will develop the skills necessary to care competently for the predominantly geriatric client. Upon successful completion of the 90-hour course (50 hours classroom and 40 hours clinical), students will be eligible to take the New Jersey State Nurse Aide in Long Term Care Facility Exam. Students can be absent no more than two classes. **According to the New Jersey Department of Health, CNA candidates do not need a high school diploma to become licensed, however, a prerequisite for certification is passing criminal background check and other documentation as noted on the NJ Department of Health website. Admission requirements: complete physical examination including flu/Covid-19 vaccine, background check for certification, purchase uniform and textbook. Cost of certification exam is not included.**

Mondays & Wednesdays

4:30 pm-8:40 pm Neptune Annex

February 24, 2025-June 16, 2025\$765

Health Science

Certified Clinical Medical Assistant (CCMA)

Medical assistants (MAs) are critical members of healthcare teams in a variety of medical settings. As an MA, you may:

- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications
- Performing EKG, phlebotomy and other essential laboratory procedures
- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Updating and maintaining electronic health records (EHR)

Students must have a GED or High School diploma in order to take the NHA exam. Textbook: \$90, Cost of exam not included

Mondays & Wednesdays / occasional Tuesday & Thursdays (20 sessions)

9:00 am-2:00pm Neptune Annex

January 6, 2025-June 12, 2025\$865

Phlebotomy Technician

This class will prepare students to become phlebotomy technicians. Topics include: the healthcare delivery system, collection of materials and equipment, venipuncture and capillary techniques, and medical/legal/ethical implications of blood collection. Practices will include CDC recommendations for proper training and use of personal protective equipment PPE to protect the student from Covid-19. Textbook not included in cost of course. Upon successful completion of the course, students may be recommended for a one week optional internship at LabCorp on mutually agreed upon dates within 6 months of completing this course. **Students must complete bloodwork and background check for the Centra State internship option.**

Tuesdays & Thursdays (40 hours-10 sessions)

5:00 pm-9:00 pm Neptune Annex

January 7, 2025-February 11, 2025

OR

February 18, 2025-March 25, 2025

OR

April 1, 2025-May 13, 2025

OR

May 15, 2025-June 17, 2025.....\$485



The following courses are offered in partnership with **ProTrain**.

Scholarships and interest free payment plans are available.

To register for these courses, go to: Monmouth.theknowledgebase.org



EKG Technician - Live Mentored Class

The course will combine theory and practice to provide instruction in all aspects of EKG technology and patient care. Students will learn about the anatomy and physiology of the cardiovascular system, appropriate patient care, and how to properly conduct an electrocardiogram (ECG). Upon completing this course, students will have gained knowledge and confidence to be able to move one step closer to take either the AMCA EKG Technician Certification (ETC) national certification exam or the NHA EKG Technician Certification (CET) national certification exam.

NHA: Students have to complete at least 10 EKGs on live individuals.

AMCA: Recommends a minimum of 10 successful EKG's. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

Tuesdays & Thursdays

7:00 pm–10:00 pm

December 3, 2025–March 13, 2025 \$1,495

Pharmacy Technician with Exam Voucher Live Online, Instructor Led

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures. Graduates are equipped to assist the Pharmacist filling prescriptions according to doctor's orders. Pharmacy Technicians also participate in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course, are eligible to sit for a national certification exam. Once students pass the course and certification exam, they can submit an application to participate in a internship program with national affiliation partners like CVS and Walgreens, or local pharmacy operations near their residence. This internship is what many employers in this industry want to see that tells them the student is job ready for this high demand job. **64 Hours Synchronous Learning / 64 Hours Online Learning / 120 Hour Internship Mondays & Wednesdays** Tuition Includes: Book(s), Materials, Background Check, Drug Test, Exam Voucher

Tuesdays & Thursdays

7:00 pm–10:00 pm

April 8, 2025-June 26, 2025.....\$1,799

Call (800) 371-2963 for more information.



START
HERE *for*
a GREAT
CAREER



Most Popular Programs

Courses available as self-paced online, live online, live mentored, and in classroom.

1. AutoCAD
2. Medical Billing and Coding*
3. Medical Assistant*
4. Project Management Professional (PMP)[†]
5. Pharmacy Technician[†]
6. Medical Terminology
7. Bookkeeping Administration[†]
8. Microsoft Office 365
9. CompTIA Security+*
10. Spanish (Job-Related)
11. CompTIA A+*
12. Grant Writing Fundamentals
13. Customer Service Representative
14. Senior Professional in Human Resources® (SPHR®)
15. Professional in Human Resources® (PHR®)[†]
16. CompTIA IT Fundamentals+
17. Associate Professional in Human Resources® (aPHR®)[†]
18. Intuit QuickBooks Online Plus
19. Cisco 200-301 – Implementing and Administering Cisco Solutions (CCNA)
20. CompTIA Season Pass
21. Personal Fitness Trainer
22. Medical Administrative Assistant*
23. Certified Associate in Project Management (CAPM)[†]
24. AWS Certified Cloud Practitioner
25. Certified Electronic Health Records Specialist*

**Live Online Instructor-Led format available.*

†Live Mentored format available.



1 (844) 292-8641 | info@ProTrain.edu
<https://monmouth.theknowledgebase.org/>

Register and Pay Online at www.mcvsd.org



The following courses are offered in partnership with **ProTrain**.

Scholarships and interest free payment plans are available.

To register for these courses, go to: Monmouth.theknowledgebase.org



Medical Billing and Coding with Exam Voucher - Live Online Instructor Led

In this course, you will learn about the necessary medical terminology, insurance guidelines and compliance requirements, medical billing functions, and legal and ethical issues. Upon completion of this course, you will be fully prepared to begin working in a professional medical office. Students will be prepared to take the NHA Billing and Coding Specialist Certification (CBCS) national certification exam. Tuition Includes: Book(s), Materials Exam Voucher

Tuesdays & Thursdays (160 hours)

7:00 pm–10:00 pm ET

February 11, 2025-May 27, 2025.....\$3,749

MSSC Certified Production Technician (CPT) ® with Exam Vouchers - Live Online

The purpose of the Certified Production Technician (CPT) ® 4.0 certification program is to recognize through certification, individuals who demonstrate mastery of the core competencies of advanced manufacturing production at the entry-level to front-line supervisor through successful completion of the certification assessments. This course prepares a student to take the four individual certificate assessments in order to become a MSSC Certified Production Technician (CPT) ®. The cost of the course includes the cost of taking each individual assessment via remote proctoring through ProctorU



Tuition\$2,499

Call (800) 371-2963 for more information.



Health Science - Nursing

Practical Nursing Program (LPN)

Starting in 1958, the MCVSD Practical Nursing Program has graduated over 4,100 students. **For the past five years in a row the Nursing Licensure Examination (NCLEX) pass rate has remained at 100%.** This course offers academic studies and clinical experience to prepare students to meet the state requirements for licensure as a practical nurse in New Jersey. It is approved by the New Jersey State Board of Nursing and the New Jersey Department of Education and accredited by Middle States. Graduates are eligible to take the NCLEX in New Jersey. Each class is assigned to an affiliating hospital/nursing home for clinical experience.

Tuition is \$12,500 payable in four payments. Financial aid and grants are available for qualifying applicants. Approved by the Department of Education for veterans benefits and the Monmouth County Division of Employment & Training. Refunds will be honored based on board policy. **For more information go to www.mcvsd.org and click "Practical Nursing."**

Applicants must be 18 years of age upon entering the program, must have a high school diploma or the equivalent, and pass a qualifying test.

After passing the qualifying test the applicant must pay a \$100 non-refundable registration fee. The ATI TEAS entrance test can be taken remotely by contacting the Brookdale Community College Testing Center. Not included in fees: a complete physical examination, a criminal background check, textbooks, CPR certification, and other COVID-19 clinical site requirements. **Clinical sites require students to have up-to-date vaccinations including the Flu and current COVID-19 vaccinations.**

Class meets Mondays through Fridays from 7:30 am-2:30 pm at Neptune Annex and clinical locations vary.

March, 2025-June 2026



FOR MORE INFORMATION



SCAN ME



Personal Services

Cosmetology Completers Course (State Board Prep/Review & Hour Completion)

The Beauty Culture Completers program is designed for previous students of cosmetology who need a 250-hour review course or have accumulated in excess of 800 hours in a cosmetology program and need additional hours to complete their program. The focus of this course is clinical and state board review. Course is paid in two installments. Students needing 100 hours or less can begin either on Sept 16 or Jan 16 for the semester cost. Prerequisite: Proof of previous hours is required. Supplies and mannequin not included, students must purchase their own kits prior to the start of class. **Students may indicate the total number of hours they need upon registration by contacting calling 732-431-7245. A per-hour tuition bill will be generated for those students that need less than 250 hours.**

Tuesdays & Thursdays (Earn up to 250 hours)
 6:00 pm-8:30 pm Neptune Annex
September 30, 2025-May 22, 2025\$3,750

Cosmetology

The Cosmetology and Hairstyling Program is offered to high school graduates. ***For the past five years, the students have a 100% pass rate for passing the New Jersey State Board of Cosmetology Theory and Practical Exams.*** This course meets the 1,000-hours requirement to take the licensing examination given by the State Board of Hairstyling and Cosmetology. **Uniforms, state license fees, kits and books are not included in the tuition.**

**Class Location: Neptune Annex
September 2025-June 2026**

Class Options:

Mondays through Fridays 2:00 pm-7:00 pm
 OR

**Mondays through Thursdays 4:00 pm-9:30 pm
 and Fridays 4:00 pm-7:00 pm (call for waitlist)**

Tuition\$10,000
payable in three installments.

Don't wait to register, classes fill quickly!

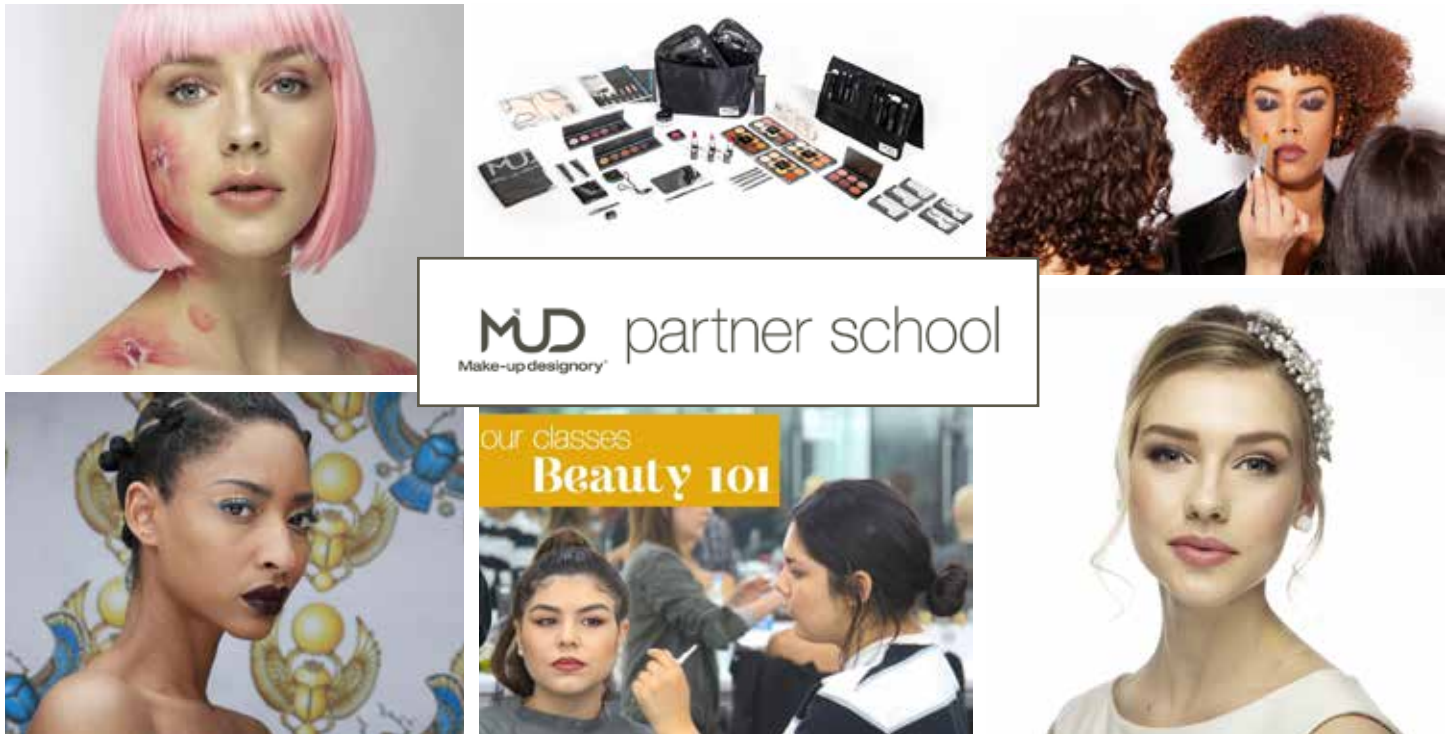
FINANCIAL AID AND GRANTS AVAILABLE!



Make Up Artistry! MUD Studio Makeup Courses

Embark on an exciting journey with Make-up Designory's **MUD Studio Makeup Courses**, offered across the USA and internationally in Europe, Asia, and South Africa!

Students who complete MUD Studio Makeup Courses can easily transfer their credits into MUD's full programs at our main campuses, making it even easier to continue your education and advance your career. Our program educators and staff will help you learn from one of the most respected names in the beauty industry – Make-Up Designory – to become a certified makeup professional qualified to work with movie stars, new brides, fashion designers, and many others.



MUD partner school
Make-up designory®

Beauty Essentials/Beauty 101

Start your makeup career by learning the basics of beauty makeup from The Makeup Designory (MUD) In this course students learn the fundamentals of beauty make up application such as sanitation, brush placement and color theory. Students will learn the art of highlighting, contouring, base matching, color correcting with an emphasis on eye and lip application. **Tuition includes kit.**

This class is a prerequisite to bridal, Fashion makeup or special effects. Students will receive a MUD certification upon completion.

Tuesdays & Thursdays (84 hours)

5:00pm-9:30pm

February 25, 2025-April 29, 2025.....\$2,725

Bridal Makeup and Airbrushing

The MUD Bridal Makeup Course is designed for anyone who is eager to build their skills as a wedding makeup artist specifically. You will learn the consultation process, technique and application for the bride, bridal party and groom, trend awareness, and entrepreneurship. Airbrushing has become one of the premier ways to apply makeup. In this course students will study the techniques necessary to do a beautiful, flawless beauty makeup. Maintaining your airbrush system and caring for it is also covered.

Tuition includes 2 kits.

Prerequisite Beauty Essentials

Tuesdays & Thursdays (56 hours)

5:00pm-9:30pm

May 1, 2025-June 10, 2025.....\$1,544



Register and Pay Online at www.mcvsd.org

Enrollment

Register Online
www.mcvsd.org

By Mail

MCVSD
105 Neptune Blvd.
Neptune, NJ 07753

In-Person

8:00 am-2:30 pm Monday-Friday

105 Neptune Blvd.
Neptune, NJ 07753

8:00 am-2:00 pm OR

4:00 pm-6:00 pm (starting in September)

Monday-Friday
Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

Calendar

Monmouth County Vocational 2024/2025
Evening School Calendar

July 1

Registration Opens online

September 23

Evening School Begins

October 3 & 14

Evening School closed

November 7 & 8

Evening School Closed

November 27-29

Evening School Closed

December 23-January 3
Holiday Recess

January 20

Evening School Closed

February 14-17

Evening School Closed

April 14-21

Spring Break

May 23-26

Evening School Closed



Register and Pay Online at www.mcvsd.org

General

PART TIME ADULT EDUCATION COURSES

You may request a full tuition refund (5) five days prior to the first scheduled class meeting, in accordance with Board of Education Policy [2454]. A copy of the Board Policy is posted on the MCVSD website under Documents and Downloads.

There will be a \$25 processing fee for refunds requested within (4) four days of the first class. No refunds will be granted after the second night of class. Students must notify the Adult Education Office at 732.431.7245 to initiate the refund process. Check refunds will take 6-8 weeks to process. Cancelled classes due to inclement weather will be rescheduled. Application Fee and Registration Fee for adult certificate programs are nonrefundable regardless of cause for separation. Courses that total 101 hours and up in contact time, i.e. apprenticeship, the following refund procedure applies: Students who withdraw after the first week, but prior to meeting 25% of the course hour requirements, will be refunded (1/2) half of their paid tuition, less their non-refundable deposit and a \$25 fee for processing. Students who withdraw after the 25% course hour requirement will forfeit their tuition.

COURSE CANCELLATION

Courses may be cancelled by MCVSD, if the number of students registered is too low to offset the cost of running the course. Students may request to receive credit for a future course or receive a full refund.

NOTE: Unless notified to the contrary, your registration has been accepted and you should report to class on the first scheduled day at the time listed. You will NOT be contacted unless your course is filled or canceled.

FEE: All courses are tuition courses except for Adult Basic Skills and ESL. Each course (unless otherwise noted) has the required fee listed with the course description in the catalog. All fees must be paid when you register, whether in person or by mail. Make checks payable to: MCVSD (Monmouth County Vocational School District). There is a \$25 charge for returned checks.

GRIEVANCE PROCEDURE: Students are encouraged to consult with the Director of Adult Education on any matters of concern. Dr. Schaed can be reached at 732-431-7245.

BOOKS, SUPPLIES & PERSONAL SAFETY EQUIPMENT:

The purchase of textbooks may be required for certain classes and is the responsibility of the student. Students are responsible for costs of parts, materials and supplies used for personal projects (examples: auto body paint, lumber, and motor oil). Protective safety equipment (safety glasses, goggles, and shoes) must be provided by the student and must be used during shop activities to ensure the health and safety of the student. No one will be allowed to participate in hands-on instruction without the required safety items.

SCHOOL CLOSING: Inclement weather or emergency closings will be announced on our website: www.mcvsd.org. Qualified students may be eligible for Veteran's Benefits. Please call 732-431-7245 Ext. 2648 for more information.

NOTE: Classes are subject to date / location changes.

Please Mail or Fax Enrollment Form to Address Below

First Name _____ M.I. _____ Last Name _____

Street Address _____ Apt. # _____

City _____ State _____ Zip _____ Birth Year _____

Email _____

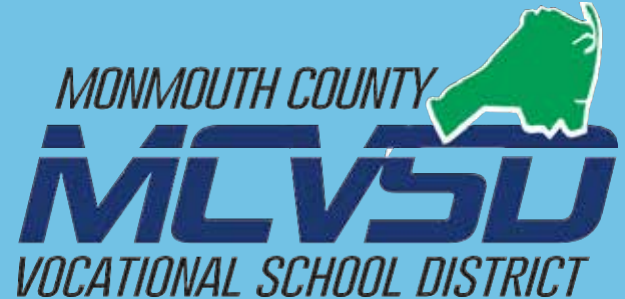
Cell / Day Phone # _____ Alternate Phone # _____

Course Title* _____ Tuition _____ Date _____

*some courses require a passing score on our Pre-Entrance Test, please see Prerequisite information.

Continuing Education
Monmouth County Vocational School District
105 Neptune Blvd., Neptune, NJ 07753
Ph: (732) 431-7245 | Fax (732) 897-1676

Please see our website www.mcvsd.org for online information and registration.



MCVSD offers high school students the opportunity to earn industry recognized credentials and technical training in various career paths, in a two-year *Shared Time* model.

MCVSD is committed to preparing students for job placement, continuing education and college opportunities after high school.

Program Career Clusters 2025/2026

Auto Mechanics - Advanced Manufacturing - Carpentry - Cosmetology - Commercial Art
Certified Nursing Assistant - Culinary Arts - Dental Assistant - Diesel Mechanics - Electricity
HVAC - Law and Public Safety - Marine Trades - Nursing - Patient Care/Medical Assisting
Plumbing

The Shared Time Model is designed so that the students attend MCVSD during their junior and senior years of high school. Students attend their "home school" for half of a day and are transported by bus to the vocational center for the other half of the day.

Monmouth County Vocational School District

4000 Kozloski Road
PO Box 5033
Freehold, NJ 07728
(732) 431-7942

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Red Bank, NJ

ECRWSS
Residential Customer

Monmouth County Vocational School District Building Locations

Aberdeen
450 Atlantic Ave
Aberdeen, NJ 07747
732-566-5599

Hazlet
417 Middle Road
Hazlet, NJ 07730
732-264-4995

Practical Nursing
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

Allied Health (AAHS)
2325 Heck Avenue
Neptune, NJ 07753
732-775-0058

Keyport
280 Atlantic Avenue
Keyport, NJ 07735
732-739-0592

Middletown
2 Swartzel Drive
Middletown, NJ 07748
732-671-0650

Freehold
21 Robertsville Road
Freehold, NJ 07728
732-462-7570

Culinary Education (CEC)
101 Drury Lane
Asbury Park, NJ 07712
732-988-3299

Long Branch
255 West End Avenue
Long Branch, NJ 07740
732-229-2446

Career Center
1000 Kozloski Road
Freehold, NJ 07728
732-431-3773

Communications High School (CHS)
1740 New Bedford Rd
Wall, NJ 07719
732-681-1010

Biotechnology High School (BTHS)
5000 Kozloski Road
Freehold, NJ 07728
732-431-7208

Tinton Falls
537 Tinton Avenue
Tinton Falls, NJ 07724
732-542-5455

Neptune Annex
105 Neptune Blvd.
Neptune, NJ 07753
732-431-7245

MAST
305 Mast Way
Highlands, NJ 07732
732-291-0995

